

ODP-81-7095
16 July 1981

MEMORANDUM FOR THE RECORD

25X1 FROM: [REDACTED]
Chief, D Division, Applications
Office of Data Processing

25X1 SUBJECT: DDO Word Processing Request Review for [REDACTED]
[REDACTED] and East Asia Divisions

REFERENCE: Memo to C/PD/OL from C/IMS/DDO, Subject: Just-
ification for Word Processors, [REDACTED]
Dated: 2 July 1981

25X1 1. We have reviewed the attached paperwork for the recent
acquisition of twelve (12) Lanier word processors to satisfy a
critical operational requirement within [REDACTED] 25X1
[REDACTED] and East Asia (EA) divisions. Findings of our
review have been discussed with [REDACTED] DDO/IMS, as 25X1
follows.

2. Based on the estimated annual typing workload provided
in Attachments A and B of the referenced, we have found that both
the number of units required and the projected cost savings have
inadvertently been erroneously stated. According to NARS and GSA
regulation guidelines, fifty (50) video display workstations are
needed to meet to estimated overall typing workload resulting in
an estimated savings of \$260,545 per annum over the next five
year period. This analysis is contrasted to the need for thirty
(30) units and an estimated savings of \$606,936.37 per annum as
originally stated by DDO in the reference. Our detailed cost
analysis forms are provided which reflect the revised overall
typing workload, personnel and machine requirements, and cost
benefit analysis.

3. In addition, we also believe the following Minimum
Essential Requirements, Attachment C of the reference, can not be
used as a basis for selecting the Lanier word processor.

a. Security Requirements

(1) "The equipment must be TEMPEST approved for Hqs
use..." It should be noted that the Lanier is not an
Agency TEMPEST approved device. Headquarters Lanier
installations are permitted via a COMSEC waiver for the
DDO.

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(UNCLASSIFIED WHEN SEPARATED FROM ATTACHMENT)

b. Physical Requirements

(1) "Colors on screen not from the blue scale, must be from the yellow-green scale..." Conflicting studies have found that other colors, such as the Hazeltine study which concluded that amber on black, is easier on the eyes. This is a subjective requirement which perhaps should be considered after OSHA studies to determine the effects CRT's have on the operators have been completed.

(2) "Ease of use - operator commands must be sufficiently easy and logical so an officer could be trained in one or two hours..." Productivity studies have shown that full utilization of new word processing installations is not realized until the system is operational for three to six months. The basic functions of most of the state-of-the-art word processors can be learned in a few hours.

(3) "Continuous smooth horizontal cursor movement..." This is a desirable requirement which is not required to perform the operational function.

(4) "Constant cursor (cursor does not blink)..." This is a desirable requirement which does not effect the functional operation.

(5) "Printer must accept sheet feeder and forms tractor..." These should be listed as mandatory option items.

25X1 4. To date, DDO has acquired twelve (12) of the needed fifty (50) video display workstations. Also, DDO has established an interface to their [] system and P&PD's Electronic Text Editing and Composing System (ETECS) by connecting existing Lanier units to a Mitron Tape/Disk Converter unit. We believe that any of the Agency TEMPEST approved document oriented state-of-the-art units, such as the NBI, CPT, Lexitron, etc., will meet the stated valid requirements and satisfy the above [] and ETECS interfaces. [] Mitron sales representative, has stated that their Mitron Tape/Disk Converter unit has been successfully interfaced with the above TEMPEST approved units. We believe that interfacing other word processing units would be a trivial task as was the interface to the Lanier.

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5. We recommend ODP approval of the remaining thirty-eight (38) workstations for EA divisions when requested by DDO under the scope of this transaction. We further recommend that the current and future installations comply with the Agency standard word processor RFP when available.



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ATTACHMENT: a/s

(UNCLASSIFIED WHEN SEPARATED FROM ATTACHMENT)

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MEMORANDUM TO: Chief, Procurement Division
Office of Logistics, DDA

FROM : [REDACTED]
Chief, Information Management Staff, DO

ODP # 81-857

SUBJECT : Justification for Word Processors [REDACTED]

25X1

has been a demand to produce more frequent and voluminous reports, and with less lead time, than ever before. Requirements levied by the NSC, State Department, White House, Congress and the DCI increased significantly. There were also papers to be prepared for Congressional briefings. All of these demands required that the components be able to respond thoroughly and quickly with top quality, finished papers. We foresee these demands continuing and increasing even more in the future. [REDACTED]

2. Based on a study of the word processing requirements of these components, see attachments A & B, it is recommended that two Mitron disk-tape converters and 30 single station Lanier word processors be acquired (two Mitron units and 24 Lanier units for [REDACTED] Division and six Lanier units for EA Division). Of these 30 word processors, we recommend that 15 have dual disk units with printers, 11 have single disk units with printers, and four have single disk units with shared printer options. Because of budgetary constraints, only one Mitron unit and 12 Lanier units are requested at this time, four dual disk units with printers and eight single disk units with printers. The remaining units will be requested when funds become available. Attachments A & B demonstrate that through the use of word processing equipment, 2352 hours of clerical overtime could be eliminated and a substantial number of regular work hours could be utilized more productively providing a cost avoidance of \$606,936.37 per annum. [REDACTED]

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3. The Divisions expect the following direct benefits to be derived as a result of this action:

- a. Meet critical deadlines more effectively.
- b. Eliminate 2352 hours per annum paid clerical overtime.
- c. Obtain more effective use of officer time.
- d. Obtain more efficient use of secretarial time through the elimination of most retyping of text originated by officers and use of canned paragraphs on forms.
- e. The Mitron disk-tape converters will eliminate repetitive typing of documents being input into the [] minicomputer system, and into VM for transfer to Printing Services' ETEC system. []

4. Lanier model LTE-3 word processors were selected because:

- a. They meet the Directorate of Operations Minimum Essential Word Processing Requirements as documented in attachment C.
- b. Lanier has demonstrated that it can deliver equipment within 48 hours of a critical request.
- c. Lanier has demonstrated that it can provide technical support within two hours of calls for repairs and assistance. []

5. If you have any questions, please contact []

[]

[]

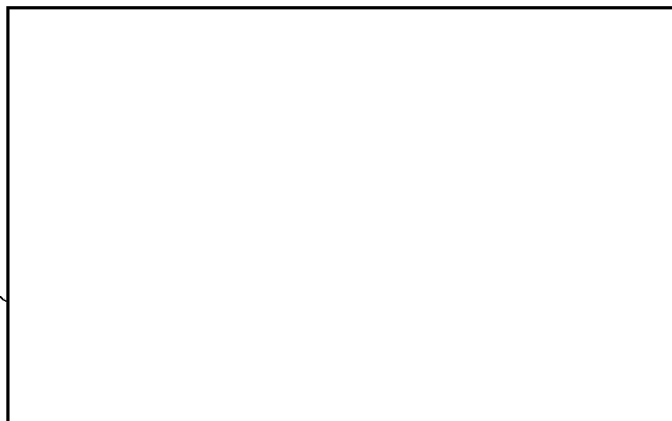
Attachments:

- A. Annual Typing Profiles for IA and EA Divisions
- B. Annual Hours Required to Perform Tasks
- C. Minimum Essential Requirements

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CONCUR:



/s/ Bruce T. Johnson

APPROVED:

D/ODP

This cost avoidance figures and some of the minimum essential requirements cited in the justification for this procurement have been questioned by ODP and are the subject of a memo for the record dated 16 July 1981 (ODP 81-7095), which has been discussed with IMS. These differences do not nullify the justification, however, and in the interest of timely support, the procurement is approved with the proviso that the cited memo for the record become a part of the documentation (copy attached).

MEMORANDUM TO: Chief, Procurement Division
Office of Logistics, DDA

SUBJECT : Justification for Word Processors

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Originator: IMS/MPG/PLB/
30 June 1981

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Distribution:

Original - Addressee w/atts

1 - C/IAD w/atts

1 - C/EA w/atts

1 - D/ODP w/atts

1 - DD/A/ODP w/atts (ATTN:)

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2 - C/IMS w/o atts

1 - PLB Chrono w/o atts

1 - PLB File 4-8-3 w/atts

1 - PLB/ w/atts

1 - *C/IAD/ODP*

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ADMINISTRATIVE INTERNAL USE ONLY

Attachment C

MINIMUM ESSENTIAL REQUIREMENTS

Security Requirements:

The equipment must be TEMPEST approved for Hqs. use.

Light intensity on screen must be operator adjustable - must be able to darken screen completely.

The equipment must have a recovery program that can be used by the operator (not a vendor technician) for recovering classified information from a disc that can not be read by the system because of inadvertant damage to or fatigue of the preformatted portion of the floppy disc.

Physical Requirements - The system must have the following physical aspects:

CRT workstation and letter-quality printer require no additional furniture.

There must be a buffer between the CRT and disc - if information is deleted from the screen by accident, it will still be on the disc.

Each terminal is an intelligent terminal

Word Processing programs implemented by software.

Option of dual disc or single disc terminal. Dual disc terminals are necessary to perform recovery operations, duplicate discs, etc.

Option of two terminals sharing one printer.

Minimum of 24 lines of text displayed to the operator in addition to any status or command lines

X-Y cursor movement on screen.

Status line showing margins, tabs, indents, line and character spacing, page length, and the horizontal and vertical position of cursor on a continuum during operation.

Video prompting/verification of all functions.

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Colors on screen not from the blue scale, must be from the yellow-green scale. According to an Auerbach report, it has been scientifically proven that the eye can best distinguish color from the yellow-green scale.

Characters on the screen - a minimum 7x9 dot matrix character in a minimum 10x17 field.

There must a minimum of a half-character's width between characters and a half-character's height between lines of information

Capability of functioning at a temperature of 95 F with 55% humidity or equivalent through 100 F with 38% humidity.

(See)

Functional Requirements - The system must fulfill the following functional requirements:

Ease of Use - Operator commands must be sufficiently easy and logical so an officer could be trained in one to two hours.

Local Mode - Operator must be able to type directly onto paper (without interrupting the video display) to produce those items which do not need to be formatted or stored and recalled - REPLACES TYPEWRITER.

SIMULTANEOUS VIDEO AND PRINTER OUTPUT FROM KEYBOARD - for formatting forms

REPEAT KEYS - All alphanumeric and punctuation keys must have auto repeat.

Dual Disc Units - The system must fulfill the following functions:

operator has the option that provides the capability of simultaneous input/output from either disc drive, i.e., edit one page or document while printing another from the same disc drive; edit or print from one disc drive while editing or printing from the other disc drive.

ability to access all functions on either disc drive

dual disc units are necessary to utilize recovery programs

Text Editing - The system must support the following text editing functions:

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automatic centering:

word, line, paragraph, block, page - (not line by line)

automatic formatting and reformatting

automatic page numbering starting with any given number

automatic pagination and repagination

automatic underscore with underscore delete which does not remove character underscored

automatic word wraparound within preset or operator-set margins

Continuous smooth horizontal cursor movement (cursor does not jump every 10 to 20 spaces)

Constant cursor - (cursor does not blink)

Split cursor - (a constant cursor at top or bottom of screen which moves horizontally only - helps locate the X-Y cursor)

forms fill-in with tab to next space to be filled in

must be able to amend a block of text within form

horizontal scroll which is continuous across screen to 250 characters

justification by line, paragraph, page with video verification

required and discretionary hyphen control

multi-level header & trailers

widow/orphan control

block text copy

insert/delete with auto word wrap/reverse word wrap:

character
word
line
block
paragraph
page

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recorded tabs:
 left flush
 right flush
 decimal
 dot leader

tabs stored with document

columns:

 swap/delete each as a block, not line by line

 add column between others

 insert line in one column without manually
 readjusting the lines of other columns

highlight word, line, paragraph, page to be moved/deleted

Software Options - The system must support the following
software options:

 must be able to delete an entire page, document or disc
 with one set of commands

 document delete takes effect simultaneously on index and
 text

 alphanumeric file name appears automatically in disc
 index, appears in alphanumeric order, not in order created

 index shows number of pages of each document

 index can be rearranged - capable of filing several pages
 or documents together to form a single text or delete
 individual pages from a document within the same disc.

 orphan/widow control

 output produced in pre-determined format(s)

 Provide for optional records management facility which:

 allows for multi-line records

 has alpha/numeric sort

 can select from 7 fields on one pass

 can format and store selected material automatically

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Global search, replace

Recovery program which:

can be used by operators, not vendor technicians

recovers and duplicates information

Storage & Output - The following storage and output requirements must be provided:

Print all characters on a 96-character print wheel

Available printwheels must include OCR-A

Letter-quality printer with:

10, 12, 15 pitch and proportional spacing

minimum 40 cps print speed

line spacing - 1, 1 1/8, 1 1/4, 1 3/8, 1 1/2, 2, & 3
(forms preparation).

capability of multiple copies (original plus
2 copies)

Repaginate and print in background mode

Printer must accept sheet feeder and forms tractor

Interface Requirements

OCR-A type font for cable preparation